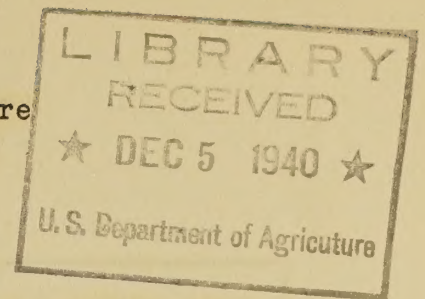


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E X T E N S I O N   S E R V I C E  
Washington, D. C.

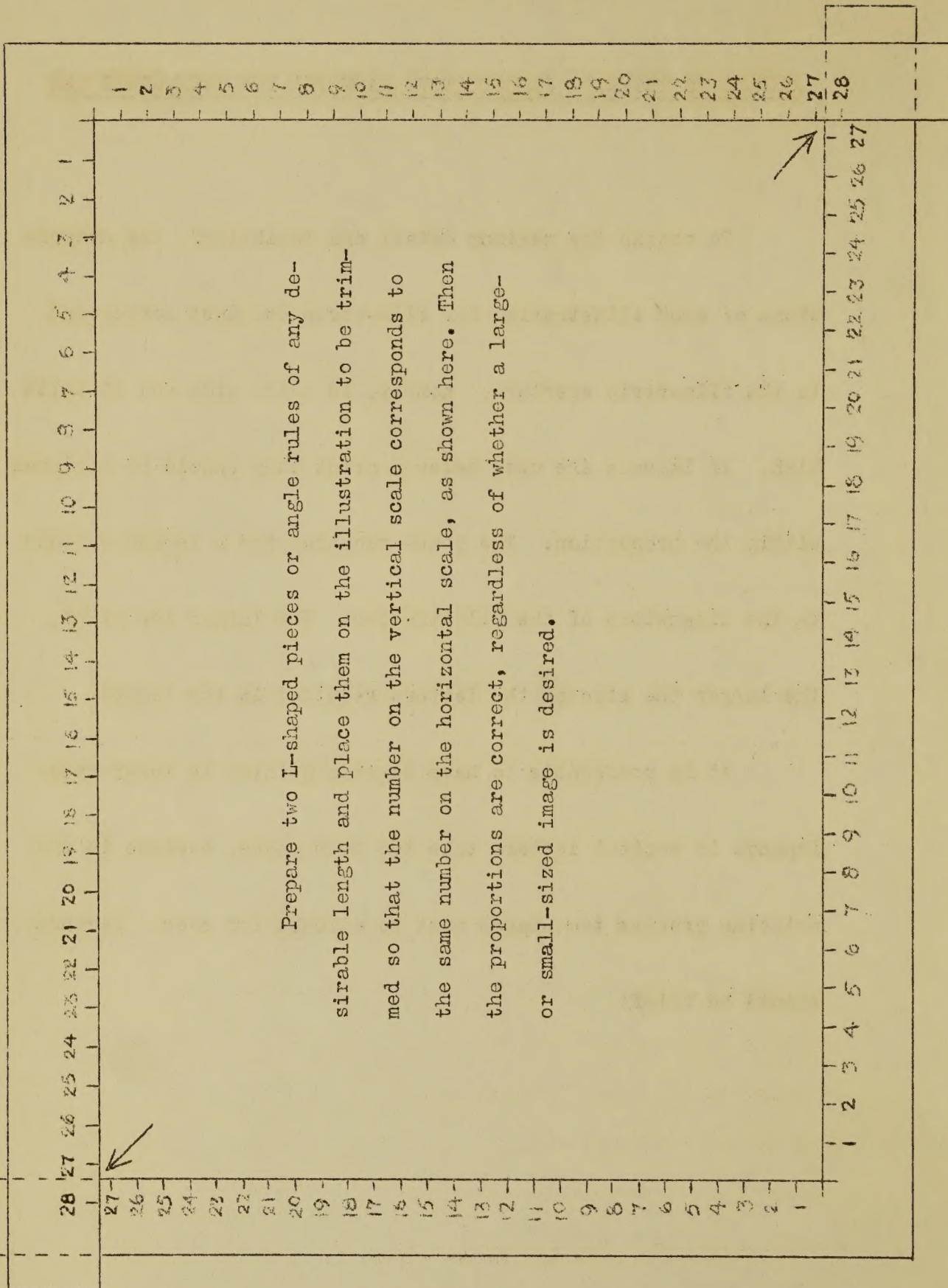


GUIDES TO TRIMMING ILLUSTRATIVE MATERIAL FOR FILM-STRIP USE

To obtain the maximum detail and legibility, the proportions of each illustration for film-strip use must correspond to the film-strip aperture, namely, 16 units wide and 11 units high. If legends are used below a print they should be included within the proportion. The space required for a legend depends on the dimensions of the illustration. The larger the print, the larger the size of the letters required in the legend.

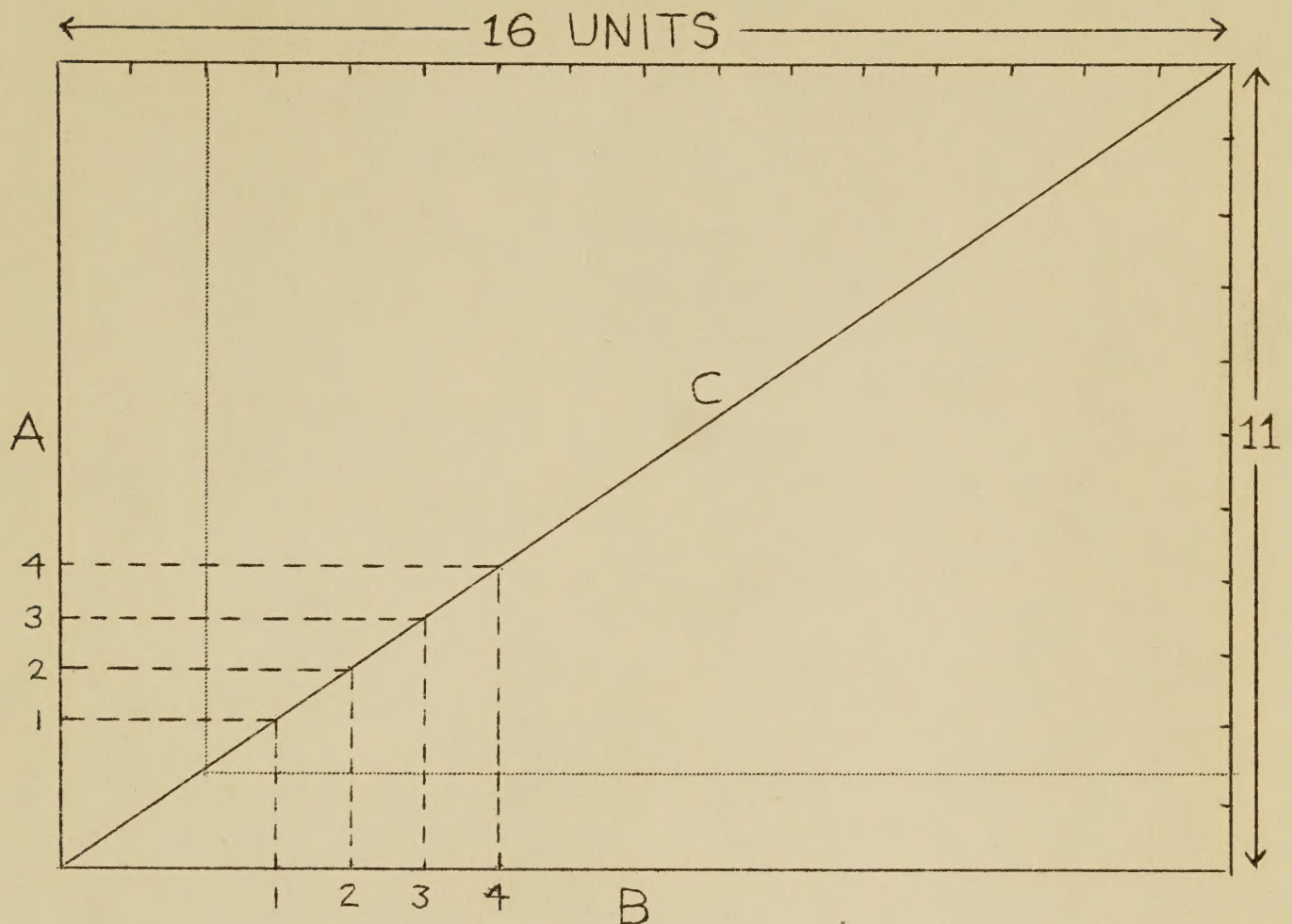
It is preferable to have legends printed in lower case. Legends in capital letters take too much space, because in the printing process two spaces must be allowed for each. Legends should be brief.

# A DEVICE FOR TRIMMING PRINTS IN FILM-STRIP PROPORTIONS





## How To Prepare Scale for Trimming Prints



On a piece of cardboard draw a rectangle (AB) measuring 16 units horizontally and 11 units vertically, then draw diagonal (C). Lay off on B any unit of measure and erect perpendiculars to diagonal. From points of intersection with diagonal draw horizontal lines to A and mark. Number the corresponding points on A and B with same figures. Then cut along dotted lines for L-shaped scale.

